

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: GIS / Utility Technician

GR: N **FLSA:** NE **DATE:** 10/13/2016

DEPARTMENT: Utilities

DIVISION: Utility

REPORTS TO: Utility Superintendent

APPROVED: _____ **JOB CODE:** 6999

GENERAL DESCRIPTION:

Under general direction, performs technical work in the maintenance and updating of GIS mapping and as-built utility maps. Works within prescribed standards and procedures, with some leeway for independent judgment.

TYPICAL DUTIES:

- Prepares routine drawings and maps; prepares as-built utility drawings
- Maintains utility maps; maintains water and sewer system models
- Performs data collection, data entry, maintenance and updating of GIS mapping
- Assists with survey and design of utility projects
- Locates water and wastewater pipelines in the field
- Assists plumbers and others in researching sewer/water files/records
- Coordinates GIS activities and projects with the Engineering Division
- Provides utility mapping and drafting support
- Performs overtime as required and other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from technical school and two (2) years of experience in drafting (Auto Cad preferred); familiarity with Utilities design & Utilities system modeling preferred. Must have knowledge of surveying, mathematics, and land records; knowledge and understanding of GIS hardware and software operations; understanding of personal computers, plotters, printers and associated hardware and software. Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Read utility maps/blueprints. (Daily)

Operate computer system utilizing ESRI software, specifically ArcMap; GPS unit; Asset Management software; and precision instruments. (Daily)

Develop, organize, store and retrieve data utilizing computer hardware and software. (Daily).

Prepare computer generated maps and drawings. (Daily)

Prepare, file and maintain multi-sized engineering maps, plans and other records. (Daily)

Assist plumbers, contractors, and the general public in locating public facilities in the field. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Minimal ability to sit and stand.

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 50 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision/Color Vision: Adequate to perform essential functions

Hearing: Frequently perceives sounds to perform essential functions

Speech: Frequently expresses ideas and be understood

Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability

Manual Dexterity: Frequently operates vehicles and equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside 75% and outside 25%

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Construction noise possible

Hazards: Moderate exposure to traffic and construction areas

Fumes/Dust/Odors: Moderate exposure to dust, construction equipment fumes, odors and natural gases

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, tablet, digitizer, plotter, plans/maps, textbooks, telephone, copy machine, calculator and vehicle.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.